

Sage Accounting – Application Specialist certification – Study Guide



This study guide is intended to provide you with information to aid you in preparing to take the Sage Accounting - Application Specialist certification assessment. Passing the assessment is the only requirement to achieve your Sage certification.

You will be required to maintain your certification on an ongoing basis. We will notify you of the requirements as needed.

The Sage Accounting - Application Specialist Certification is designed for the business user of Sage Accounting; *however, not restricted to this group.*

Before taking the exam, it is important you take time to prepare and study. To aid you in the preparation and study process, it is recommended you complete the following steps.

Recommended Steps

- Review the exam content information provided below to understand the areas that will be assessed.
- Review and study any training curriculum provided by attending the recommended training, online help, and Sage Support Resources.
- Use the Sage Accounting solution to Practice! Practice! Practice!
- Register for the Sage Accounting - Application Specialist assessment (no more than 30 days before intended exam date).
- On exam day, ensure you are in a quiet area with no distractions and have a reliable internet connection.

1.1 About the exam

The information below details the number of questions, time allotted, and passing score for this exam.

Question	Answer
How many questions will be asked in the exam?	<ul style="list-style-type: none">• 50 questions
What are the format types of questions?	<ul style="list-style-type: none">• Multiple choice/single-select• Yes/No• True/False
How much time do I get to complete the exam?	<ul style="list-style-type: none">• 100 minutes (1 hour and 40 minutes)• Allows for an average of 2 minutes per question
What is a passing score?	<ul style="list-style-type: none">• 80%
How many attempts do I get?	<ul style="list-style-type: none">• 2 attempts
How is the exam delivered?	<ul style="list-style-type: none">• Online through Sage University
What tools or documents can I use during the exam?	<ul style="list-style-type: none">• Sage Accounting solution• Training curriculum• Sage Accounting eLearning training videos

1.1.1 Exam Content

The Sage Accounting - Application Specialist assessment measures your experience and understanding of the key areas of Sage Business Cloud Accounting. This includes;

- Banking
- Contacts
- Tax
- Transactions
- Link to Payroll
- Mobile App
- Multi-Currency
- Reporting
- Setup
- Stock

The exam is made up of questions related to the courses listed below:

Exam Content	
If you are based in the United Kingdom / Ireland, these are the courses:	If you are based in North America, these are the courses:
SBCACUKI - Accounting - Get It Right From Set up	SBCACUS - Accounting - Get it right from setup
SBCACUKI - Accounting - Day to Day Processing in Accounting	SBCACNA - Accounting - Day to day transactions
SBCACUKI - Accounting - Mobile Accounting	SBCACNA - Accounting - Mobile Accounting
SBCACUKI – Accounting - Simple Inventory/Stock	SBCACNA - Accounting - Simple Inventory
SBCACUKI - Accounting - Automate Your Banking Data	SBCACNA - Accounting - Automate your banking data
SBCACUKI - Accounting - Get Paid Faster With Accounting	SBCACNA - Accounting - Get paid faster with Accounting
SBCACUKI - Accounting - Keep Compliant With Managing VAT	SBCACNA - Accounting - Keep compliant with managing sales taxes
SBCACUKI - Accounting - Explore the Possibilities with Sage Intelligence Reporting	SBCACNA - Accounting - Explore the possibilities with Sage Intelligence
SBCACUKI - Accounting - Make Business Decisions Faster Through Reporting and Analysis	SBCACNA - Accounting - Make business decisions faster through reporting and analysis